

Delaware Homeland Security Terrorism Preparedness Working Group
Delaware Emergency Management Agency
Meeting Minutes
December 14, 2009

1. Planning Supervisor, Tony Lee (representing Directory Jamie Turner), convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:30 p.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
 - a. Meeting Notice & Agenda
 - b. FY2006/2007/2008 Reallocation Summary
 - c. Grant Programs Directorate Information Bulletin No. 326 on Law Enforcement Activities
 - d. FY 2010 Homeland Security Grant Program Synopsis
 - e. DHSTPWG, NIMS and T & E Subcommittee Meetings Calendar
 - f. Training and Exercise Subcommittee Meeting Minutes from November 4, 2009
 - g. Training and Exercise Subcommittee Meeting Minutes from December 2, 2009
 - h. DHSTPWG Meeting Minutes from October 19, 2009
 - i. Grants Program Directorate Information Bulletin No. 336 on Maintenance Costs
2. October 19, 2009 minutes were reviewed and approved. (**Motion: Mayor Mooney; Second: Bruce Van Goeries – Passed Unanimously**)
3. **Old Business:**
 - a. **Communication Interoperability**
 - 1) Next Generation 800 MHz Enhancement (Dave Roberts) – No report. (**OPEN**)
 - 2) Interoperable Emergency Communications Grant Update (Tony Lee) – An exercise workshop will be held in January. In February, the 800 MHz templates will be reviewed to establish a standardization process. Final information on the meetings will be available in January. (**OPEN**)
 - b. **Subcommittee Reports**
 - 1) Equipment Subcommittee (Joe Thomas, Chairman) – No Report
 - 2) Vehicle Subcommittee (Dave Roberts, Chairman) – No Report
 - 3) Funding Subcommittee (Allen Metheny, Chairman) – No Report
 - 4) Training and Exercise Subcommittee (Robert Newnam, Chairman) – The minutes were distributed to meeting attendees. Georgie Pearce reported that Tom Nesbella briefed on the current and upcoming exercise programs. After Action Report Improvement Plans were discussed. A motion was made and approved to approve the proposed change to the IMT Implementation Plan. The next T&E Subcommittee meeting will be Wednesday, January 6, 2010 at 8:30 a.m. at the Delaware State Fire School in Dover. (**OPEN**)
 - 5) NIMS Subcommittee (Jim Cabbage, Chairman) – No report. The next meeting will be March 9, 2010 at DEMA. (**OPEN**)

- 6) Resource Management and Asset Tracking and Personnel Identification and Accountability Subcommittee – (Secretary Lewis Schiliro, Chairman) – Mayor Mooney, Vice Chairman, reported that a meeting was held on December 2, 2009 at the Department of Safety and Homeland Security (DSHS) Conference Room. The purpose was to meet the project manager from DTI, Bryant Baker, and to discuss the rules of engagement. The next step is to determine the body of the Committee. Each Discipline should submit nominations for one person by due December 18, 2009. Bryant briefed on the forward process. Bryant is going to be meeting with the vendors this week to determine the status of the project. Costs and billing were discussed in detail for utilizing DTI's services as project manager. Mayor Mooney and Dave Carpenter are Co-Vice Chairmen. Invitations have been sent out to each Discipline Lead for the next meeting, to be held at the DSHS conference room on January 5, 2010. **(OPEN)**
- c. Equipment Procurement Process (Tony Lee) – Tony Lee reported that he will provide the standard Equipment Procurement Process Worksheet with the minutes. He has been working to close out FY05 and did not have it ready for the meeting. An extension was received for the FY06 Homeland Security Grant Program. The new expiration date is June 30, 2010. He advised that the planners will be working with the disciplines to establish March/April closures. Tony thanked everyone for their participation and for providing information needed to close out the FY05 grant. It is closing with no issues.

4. New Business

a. Funding Reallocation

- 1) FY06/07/08, Investment 8: This request was to reallocate \$21,840.00 to augment and complete an FY09 project for replacing expired Powered Air Purifying Respirators (PAPRs) maintained within each County and City of Wilmington's Medical Readiness Unit (MRU) Response Trailers. **(Motion: Jim Cabbage; Second: Chief Topping – Passed Unanimously)**
- 2) FY06, Investment 4: This request was to reallocate \$3,005.00 to supplement unexpected expenses associated with the Telescopic Mast System Project. **(Motion: Chief Topping; Second: Dave Carpenter – Passed Unanimously)**
- 3) FY06, Investment 4: This request was to reallocate \$75,874.49 to purchase a backup generator for the Smyrna Town Hall. **(Motion: Jim Cabbage; Second: Glenn Luedtke – Passed Unanimously)**

b. Maintenance and Sustainment Change – (Dennis Donehoo, Program Analysis, DHS/GPD): Dennis provided an update on the maintenance and sustainment issue, referencing Information Bulletin #336. He reviewed the following paragraphs from the Information Bulletin:

“Effective immediately, the use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active and future grant awards, unless otherwise noted.” AND

“Routine upkeep (i.e. gasoline, tire replacement, routine oil changes, monthly inspections, grounds and facility maintenance, etc.) is the responsibility of the grantee and may not be funded with preparedness grant funding.”

- c. FY2010 Homeland Security Grant Program Introduction – (Tony Lee): Tony Lee referenced Information Bulletin #326. He advised that Delaware has been allocated \$6,613,200.00 and that \$1,845,727.00 of the overall award is allocated to Law Enforcement Activities, representing 25 percent. He reviewed the FY 2010 HSGP Synopsis handout and went over each grant program for which Delaware qualifies. He asked if a project has a law enforcement activities component to coordinate with the Law Enforcement Discipline so the law enforcement portion is captured appropriately. More information on the specific grant programs will come out after DEMA has completed their programmatic review of grant guidance.

There was detailed discussion on the Port Security Grant Program (PSGP). The Working Group members requested a briefing on the projects requested through the PSGP. They recognize the Area Maritime Security Council (AMSC) has responsibility for decision making on the grant, but want to ensure there is no duplication of projects. Additionally, the Working Group wanted awareness of the capabilities gained through the PSGP. Tony advised that he will request Bob Briggs provide a briefing on the grant program and progress of a Delaware Maritime Working Group.

Tony reminded the Working Group that some projects require an Environmental and Historic Preservation (EHP) Review. The grant application is due April 19, 2010. Everyone agreed to skip the January meeting to dedicate the time to project development and meet in February to finalize project requests.

5. Open to Floor

- 1) Tony advised that the annual meeting calendar has been provided.
- 2) Tony advised that the 2009 HSGP will be reviewed by the Clearinghouse on December 17, 2009 and that it looks like it will be available at the beginning of 2010.
- 3) This is Glenn Luedtke's last Working Group meeting. Tim Cooper has been nominated as his successor.

6. The meeting adjourned at 2:42 p.m.

7. Next Meeting – February 15, 2010, 1:30 p.m. – DEMA Training Room.



JAMES E. TURNER, III

Chairman, Delaware Homeland Security Terrorism Preparedness Working Group

1 Attachment: Attendance Roster

Note: All Meeting Handouts are available upon request.

Delaware Homeland Security Terrorism Preparedness Working Group

Meeting Attendance Roster

December 14, 2009

NAME	AGENCY
Voting Members	
Tony Lee	Chairman
Dallas Wingate	DE National Guard
Mayor Robert Mooney	Delaware League of Local Governments
Jim Cubbage	DE Volunteer Firefighter's Association
Joe Papili	Delaware State Police
Bill Topping	Police Chiefs Council Representative
Bruce Van Goeries	Council on Police Training
Steve Martin	DE Fire School
Dave Carpenter	NCC Emergency Management
Dave Mick	KC Emergency Management
Absent	Wilmington Emergency Management
Absent	SC Emergency Management
Dwayne Day	Public Works
Suzanne Raab-Long	DE Healthcare Association
Absent	DHSS, Division of Public Health
Ellen Mallenfant	DNREC
Dave Roberts	Public Safety Communications
Glenn Luedtke	Emergency Medical Services
Lisa Wragg	Cyber Security/Information Technology
Absent	Department of Agriculture
Bob George	Citizens Corps
Working Group Members & Guests	
Mayor Carlton Carey	Delaware League of Local Governments
Larry Kibler	Civil Air Patrol
Allen Metheny	Delaware Volunteer Firefighter's Association
Grayson Clark	US Attorney's Office
Delaware Emergency Management Agency Staff	
Jamie Turner	Director
Jennifer Dittman	Planner
Will Hayes	Planner
Tom Yeasted	Technical Assistance Coordinator
Georgie Pearce	Administrative Specialist